

Letter of Agreement #:			PR#:		
Call Number #:			<input type="checkbox"/> Additional Funds Authorized <input type="checkbox"/> Delivery Authorized		
Date:			Delivery Date:		
Acceptance: <input type="checkbox"/> Origin <input type="checkbox"/> Destination			Variation in Qty: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Contractor Name and Address		Contractor Name and Address		Contractor Name and Address	
1. DESCRIPTION		1. DESCRIPTION		1. DESCRIPTION	
QTY	U/I	PRICE	QTY	U/I	PRICE
2. DESCRIPTION		2. DESCRIPTION		2. DESCRIPTION	
QTY	U/I	PRICE	QTY	U/I	PRICE
3. DESCRIPTION		3. DESCRIPTION		3. DESCRIPTION	
QTY	U/I	PRICE	QTY	U/I	PRICE
4. DESCRIPTION		4. DESCRIPTION		4. DESCRIPTION	
QTY	U/I	PRICE	QTY	U/I	PRICE
5. DESCRIPTION		5. DESCRIPTION		5. DESCRIPTION	
QTY	U/I	PRICE	QTY	U/I	PRICE
<input type="checkbox"/> Mfg	<input type="checkbox"/> Dealer	<input type="checkbox"/> Rep	<input type="checkbox"/> Mfg	<input type="checkbox"/> Dealer	<input type="checkbox"/> Rep
Phone: () -		Phone: () -		Phone: () -	
Fax: () -		Fax: () -		Fax: () -	
Sales Rep:		Sales Rep:		Sales Rep:	
Date:		Date:		Date:	
Payment Terms:		Payment Terms:		Payment Terms:	
Delivery:		Delivery:		Delivery:	
FOB:	<input type="checkbox"/> Dest	<input type="checkbox"/> Origin	FOB:	<input type="checkbox"/> Dest	<input type="checkbox"/> Origin
	<input type="checkbox"/> P/U	<input type="checkbox"/> Other		<input type="checkbox"/> P/U	<input type="checkbox"/> Other
City/State:	Mode:	City/State:	Mode:	City/State:	Mode:
WT:	Mode:	WT:	Mode:	WT:	Mode:
Shipping Costs\$:		Shipping Costs\$:		Shipping Costs\$:	

FAIR AND REASONABLE PRICE DETERMINATION
SIMPLIFIED ACQUISITION PROCEDURES (\$2,500 - \$25,000)

REF: LETTER OF AGREEMENT NUMBER _____

1. I am recommending award to _____
I used one or more of the following checked price analysis techniques to
establish quoted price of \$_____ fair and reasonable.

____ COMMERCIAL CATALOG OR PUBLISHED PRICELIST

Manufacturer/Vendor's Name: _____
Catalog/List Title or Number: _____
Effective Date: _____ Page Number(s): _____
Catalog/List Price(s) _____

____ The quoted price is the same as catalog or published price(s) noted above and
reflects prices charged

____ The quoted price is lower than catalog or published price(s) and is
considered fair and reasonable under circumstances of this acquisition. The
discount is based on the following factors: _____

____ ESTABLISHED MARKET PRICE OR PRICES SET BY LAW/REGULATION

The quoted price is the same as the established market price or prices set by
law or regulation as verified by _____

____ HISTORICAL MARKET COMPARISON FOR SAME OR SIMILAR ITEM(S).

The quoted price is similar enough to the comparison price below conclude the
quotation is fair and reasonable.

Prior Contractor: _____
Order #: _____ Date of Order: _____
Quantity and Unit of Issue: _____
Unit Price Previously Paid: _____
Basis for Determining Prior Price Reasonable: _____

If this item(s) is/are not identical, explain why the comparison is
considered valid: _____

____ OTHER PRICE ANALYSIS OR COMMENTS:

2. As the Ordering Officer for this pending award, I have reviewed the above
pricing documentation, and do hereby make the determination that the price of
the suggested Quoter is fair and reasonable. I am proceeding with the award
since the Offeror has been determined responsible.

Prepared by: _____ Date: _____

Ordering Officer Signature